

**UK CFS/ME Research Collaborative
Minutes of Executive Board meeting
27 April 2016**



Present:

Stephen Holgate (SH)	Sonya Chowdhury (SC)	Jan McKendrick (JM)
Esther Crawley (EC)	Ed Sykes (ES)	Hugh Perry (HP)

Joined via phone:

Paul Little (PL)	Steph Garfield-Birbeck (SG)	Carmine Pariante (CP)
Mary Jane Willows (MJW)	Neha Issar-Brown (NIB)	Julia Newton (JN)
Chris Ponting (CPP)		

Apologies:

Zoe Gotts (ZG)	Alastair Miller (AM)	Charles Shepherd (CS)
Mark Edwards (ME)	Allison Wallace (AW)	Des Walsh (DW)
Raliza Stoyanova (RS)		

	Agenda Item	Action
	<p>Welcome & Introductions</p> <p>SH opened the meeting and welcomed members.</p> <p>No additional conflicts of interest were recorded.</p>	
1	<p>Minutes & Matters Arising</p> <p>All actions completed or addressed below in main agenda.</p> <p>Decision The Board approved the minutes of the last meeting. All actions have been undertaken/are addressed in the main agenda.</p>	
2	<p>Conference 2016</p> <p>SC has circulated a paper outlining the progress thus far in coordinating the conference. The programme is nearly fully developed but there are a couple of slots/presenters still to be confirmed.</p> <p>PL offered to facilitate the workshop on day 1 which will be focused on community-engaged research. This could provide an opportunity to inform research gaps from a 'bottom-up' approach. SH asked whether sponsorship could be identified to move a piece of work forward from this workshop. We would also seek to identify a couple of speakers for the session. We need to clarify the focus: are we looking to provide a better</p>	<p>PL</p> <p>SGB/SH</p>

